

# Citizen Access Adding Delegates

1. Open your web browser and navigate to <https://my.lincoln.ne.gov/CitizenAccess/Login.aspx>
2. Enter the email address and password you used when you registered for your account. If you have not registered previously, click the Register Now button.

Acela Citizen Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Acela Citizen Access

Register for an Account | Login

Search...

Home Building Health Planning Public Works

**Notice:**  
This feature requires registration and/or login, please login to continue.

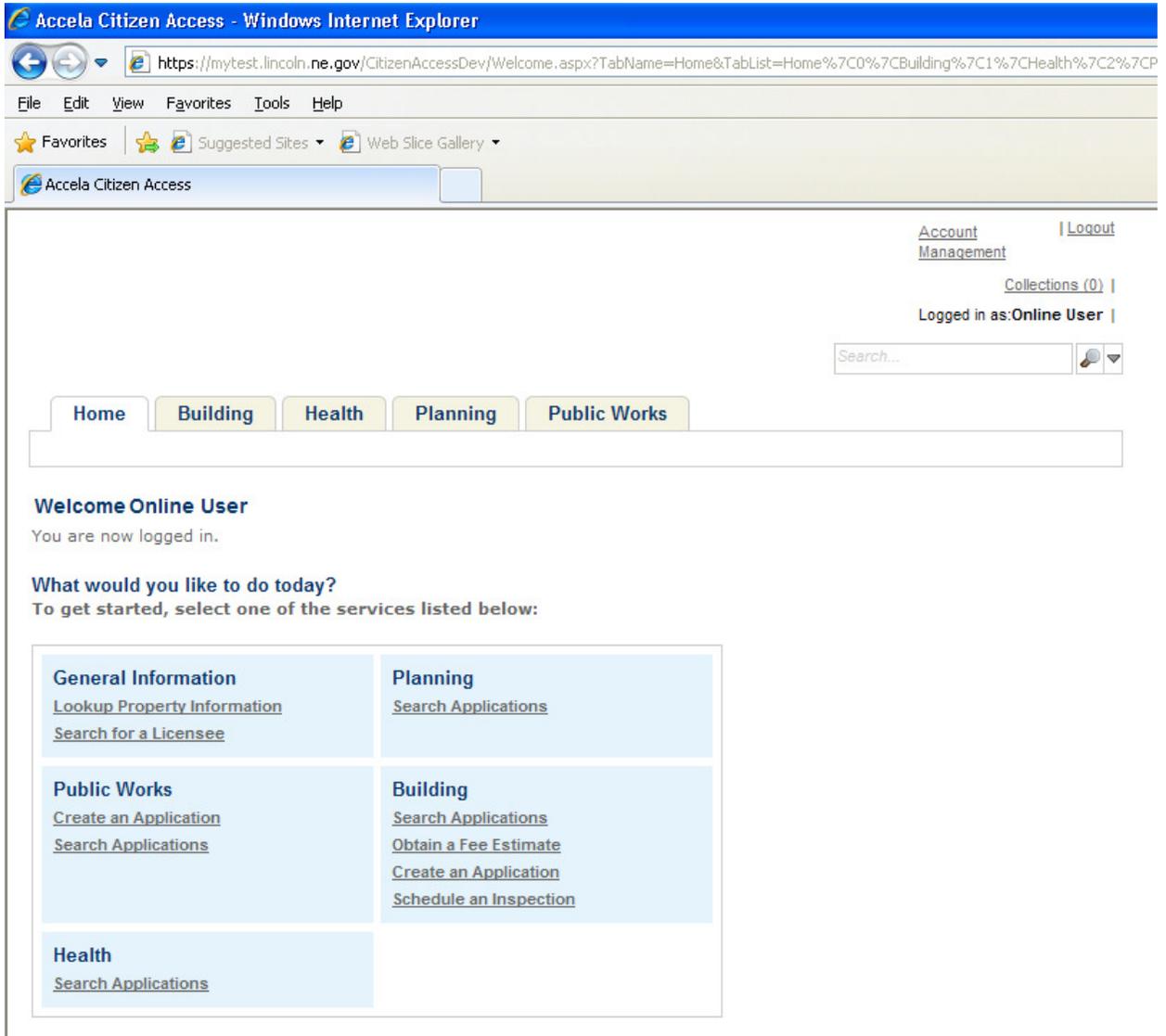
**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

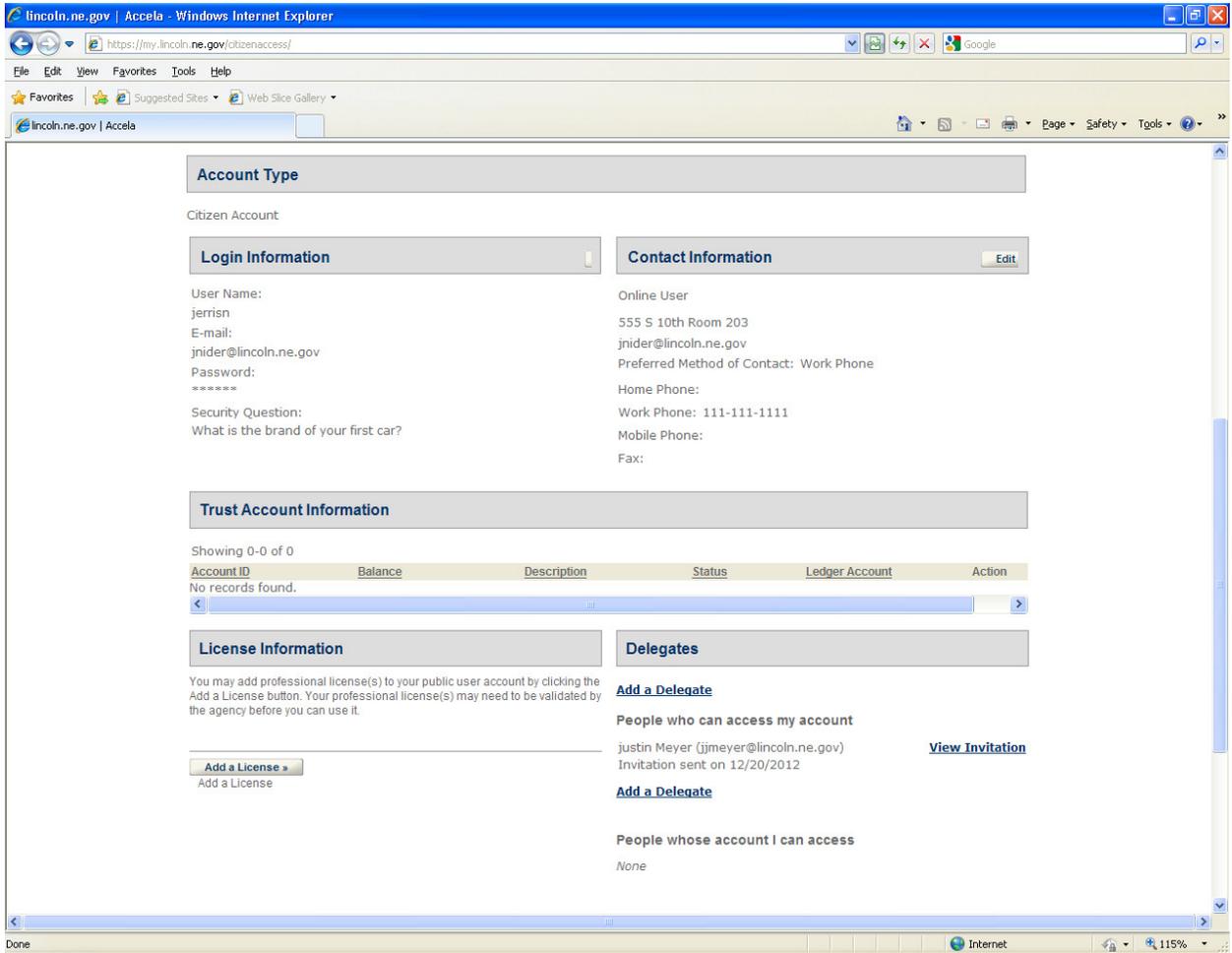
Register Now >

**Login**  
User Name or E-mail:  
Password:  
Login >  
 Remember me on this computer  
[I've forgotten my password](#)  
**New Users:** [Register for an Account](#)

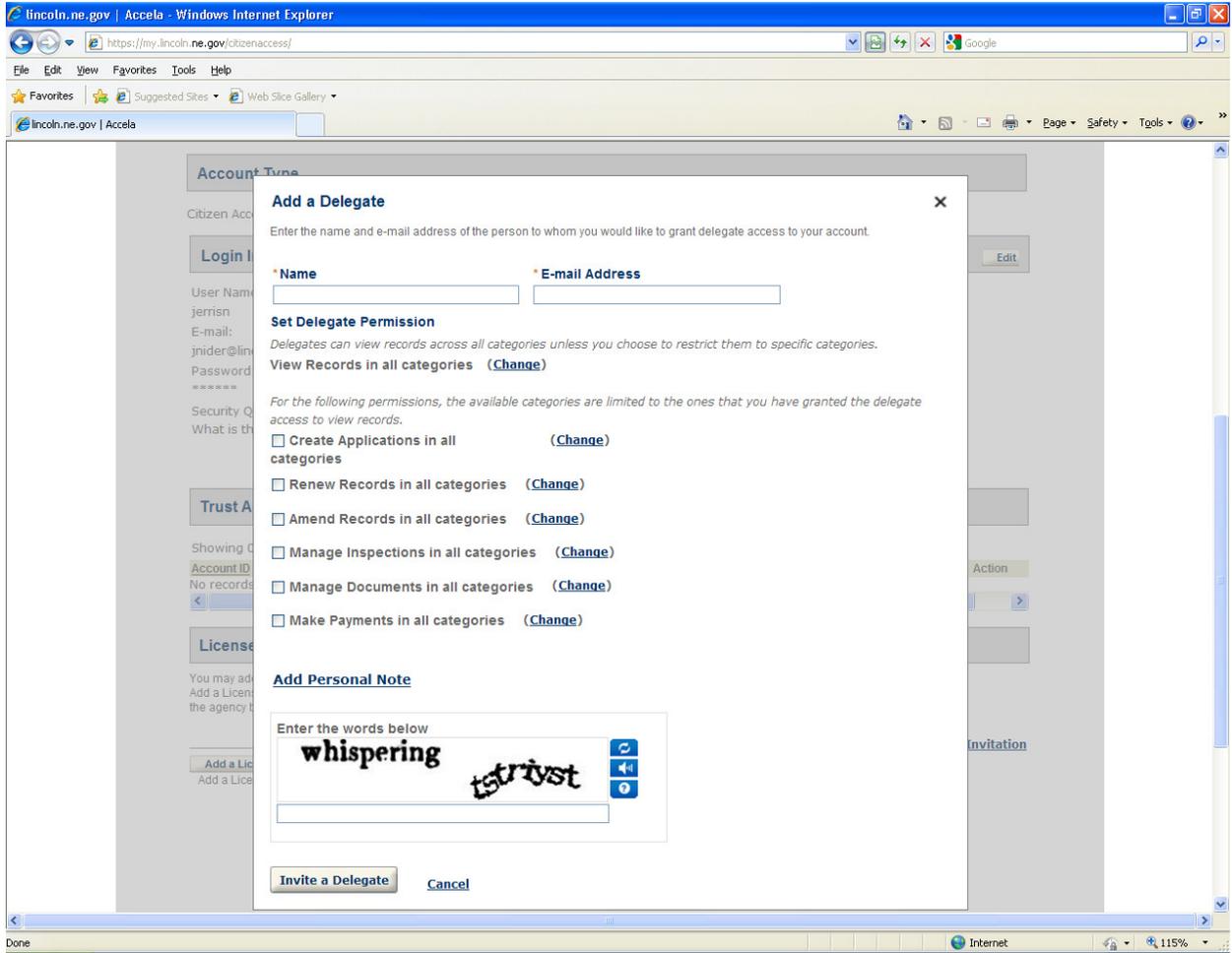
- Once you are logged into Accela Citizen Access, click the **Account Management** link located at the top right corner of the Building section.



4. From the Account Management screen, click the **Add Delegate** option listed under the Delegates section.



5. Enter the Name and Email address of the user needing delegated access to Citizens Access. Select the permissions that you would like the user to have. You can also add a personal note for the recipient. Enter the Captcha text and click the Invite Delegate.



6. The user will receive an invitation. Once accepted, the user now has the rights delegated until they are altered or removed.